

Certification Policy

We are in the process of moving to a new acquisition certification system. We will continue to work under the old policy until granted permission to use the new system. The old policy is described in the DHHS Acquisition Training and Certification Handbook posted at <http://oamp.od.nih.gov/Division/acp/AcqTraining/careerhandbook2.pdf>.

The new policy has been issued and is posted at <http://knownet.hhs.gov/acquisition/FAC-ContractingOMBMemo.pdf>

Our current system goes from Level I to Level IV, wherein Level I is for simplified acquisition, Level II is entry level for contract specialists, III is intermediate and IV is advanced. Under the new system Level I will be entry level for contract specialists, Level II will be intermediate, level III is advanced and there is no level IV. We will change our current Level I to "Simplified Acquisition Certification".

Those who currently have a warrant will retain that authority and can be issued new warrants if they move around within NIH. New warrants issued after January 1, 2007 must be in accordance with the new certification standards. The new certification will be recognized government wide and will be referred to as a Federal Acquisition Certificate in Contracting or FAC-C.

The standards for FAC-C certification are as follows:

▪ b. Level I -

- 1) Education - Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
- 2) Training -

- CON 100 Shaping Smart Business Arrangements
- CON 110 Mission Support Planning
- CON 111 Mission Strategy Execution
- CON 112 Mission Performance Assessment
- CON 120 Mission Focused Contracting
- 1 Elective

- 3) Experience - 1 year of contracting experience

▪ c. Level II -

- 1) Education - Baccalaureate degree OR at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
- 2) Training -

- CON 202 Intermediate Contracting
- CON 204 Intermediate Contract Pricing
- CON 210 Government Contract Law
- 2 Electives

- 3) Experience - 2 years of contracting experience

▪ d. Level III -

- 1) Education - Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
- 2) Training -

- CON 353 Advanced Business Solutions for Mission Support

- 2 Electives

3) Experience - 4 years of contracting experience

We are told that there will be no one to one equivalence between the FAC-C Level I classes and our current Level II classes, but rather all 6 of the new classes will be equivalent to all 6 of our current classes. Classes from our old system will not be offered after FY 2006. Accordingly if you are an 1102 who is not yet Level II certified it is important either to finish off with the classes required for the HHS Level II or to start over with the FAC-C Level I classes.